

HUI GUIDELINES AND PROCEDURES



**To preserve the Tikanga of Ōtākou marae
And to provide a culturally safe and healthy environment for Manuhiri and
Manawhenua, we ask your rōpu to support our Kawa during your Hui.**

1. **Please observe for your safety** The Septic tank area is out of bounds.
2. **Children must be supervised** while outside AT ALL TIMES.

The playground area is classed as Hazardous area.
3. You are welcome to wear shoes inside Tamatea and Hakuiao however **No shoes** are to be worn inside the (Tamatea) wharehūi when **mattresses are down.**
4. All dirty footwear must be removed before entering any building.
5. Baby changing table is located in the wheelchair access wharepaku in Tamatea another in the wharekai wharepaku.

The weight limit on the baby change table in the disability toilet/Tamatea is 15kg.
5. **Fire doors must not be wedged open incl the Loft doors.** Please familiarize yourself with evacuation procedures and emergency assembly points.
6. Use of under the stage is prohibited. Unless permission given by manager.
7. Loft in Tamatea - Mattresses and pillows must not be stacked higher than the painted line in the loft.
8. The kitchen is a non-slip (rubber sole) shoe area – **no jandals or open toe footwear.**
9. All DCC Health & Food handling requirements apply in our complex. Please comply with all directives from the Wharekai coordinator.

HUI GUIDELINES AND PROCEDURES CONTINUED



10. **All NZ Health & Safety & Fire Safety rules and regulations apply** throughout the Marae complex.
11. **Please keep all emergency exits clear at all times.**
12. **DCC waste disposal systems apply.**
Recyclables are to be separated and disposed of in the appropriate container.
All other rubbish must be taken away by you.
Please separate out food waste from other waste. Disposal methods and instructions are displayed in the kitchen
13. **10min loading and drop off area only**, outside the wharekai.
It must be kept clear at all times.
14. **Driving speed must not exceed 5k in carpark.** Drivers must use a support person when reversing when children are present.
15. **No alcohol or drugs** on the marae or the environs.
16. Food should be brought directly to the Kitchen via the backdoor after pōwhiri.
17. All baggage should be taken into the marae via the front door.
18. **No eating or drinking in Tamatea.**
19. No items are to be placed on the windowsills.
20. **Lighting of fires is strictly prohibited**
Unless prior arrangement for a hangi has been made.
21. No property belonging to the marae is to be removed from the premises.
22. Any furniture that you need to move in order to facilitate your stay **MUST** be returned to its original position prior to your departure.
23. **On vacating the marae;** The marae buildings and grounds are to be cleaned and left tidy.

HUI GUIDELINES AND PROCEDURES CONTINUED



24. Use of skateboards or similar are strictly prohibited on the marae grounds.
25. Non observance of rules and lack of common sense behavior may lead to Your group being held liable and costs incurred.
26. There is a drop box at the office main entrance door for leaving keys etc.
27. Please ensure ALL gates are closed on departure.

Thank you for observing our Tikanga of kaitiakitaka/good stewardship of our marae.
Te Rūnanga o Ōtākou Inc.